

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Bulletin Boards - Supervisory and Excluded Organizations	<b>REFERENCE NUMBER:</b> 2007-020
<b>DATE ISSUED:</b> 07/13/2007	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Employee Relations Officers  
Personnel Officers**

**FROM:** Department of Personnel Administration  
Labor Relations Division

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This PML reiterates the policy set forth in PML #2001-023 regarding the use of bulletin boards by supervisory and excluded employee organizations. (The use of bulletin boards by rank and file employee unions is defined by the collective bargaining agreements.)

The following guidelines should be applied with respect to the use of bulletin boards by supervisory and excluded employee organizations:

1. DPA encourages State agencies and facilities to make bulletin board space available for use by registered supervisory and excluded organizations. (A list of registered organizations is attached.) This guideline, however, should not be interpreted as a mandate for agencies to purchase or install new or additional bulletin boards at the request of an organization. The employing agency or facility should use its own discretion with respect to the reasonable number, size, style and location of supervisory and excluded organization bulletin boards.
2. The State maintains strict neutrality in its treatment of registered supervisory and excluded employee organizations. Registered supervisory and excluded employee organizations must have equal access to bulletin boards. No individual supervisory or excluded organization should be provided exclusive use of a bulletin board, even if the organization is willing to purchase the bulletin board and/or pay for its installation.
3. The purpose of bulletin boards is information sharing. Appropriate materials for posting include, but are not limited to, announcements of coming events, membership information, organization news and newsletters, and information on benefits offered through the employee organization. No libelous, obscene, or defamatory materials or materials of a partisan political nature may be posted. This includes materials that are disrespectful or defamatory toward other recognized employee organizations, their officers, or membership. Approval of materials for posting is subject to procedures of individual facilities. Facility management shall remove any

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materials found inappropriate for posting. Serious or repeated posting violations provide cause for rescinding an individual organization's ability to use the bulletin board or removing the bulletin board entirely.

If you have any questions regarding this PML please call me at (916) 322-3767.

/s/ Julie Chapman

Julie Chapman

Deputy Director of Labor Relations